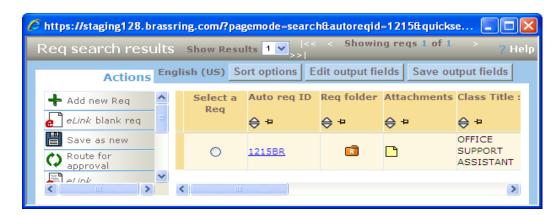**18A.005 (33)** "Register" means any official list of eligibles for a particular class and, except as provided in this chapter, placed in rank order according to the examination scores maintained for use in making original appointments or promotions to positions in the classified service;

The certified register report is "attached" to the job requisition in the Career Opportunities System (COS). From the COS agency users Welcome Screen, there are three different 'paths' you can take to access the report:

1. On the COS users home page, from the "My Open Reqs" portal panel view, select *Display > Edit Columns* and move *[Req fields (standard)] Attachments* from the available side to the selected side. This will add "Attachments" as a column; when a certified register report is attached, it will appear as a yellow post-it-note type icon. Click on the icon. This will open another window with the attachments link. Click on "Register" under the File column to access the PDF of the report.

2. Another 'path' to access the report is by using the "Search reqs" box, and entering the job req number. Then, select "Edit output fields" and from the available values, add *ReqS:Attachments* to the selected values. Select "Save output fields" to confirm the selection. This will add "Attachments" as a column; when a certified register report is attached, it will appear as a yellow post-it-note type icon. Click on the icon. This will open another window with the attachments link. Click on "Register" under the File column to access the PDF of the report.

3. Finally, access the report by way of a third 'path' by clicking on the blue, underlined job requisition number in the Auto req ID column in order to open the Job req details. Select the "Attachments" tab and then "View Attachment". This will open another window with the attachments link. Click on "Register" under the File column to access the PDF of the report.

Req Details	Req History	Attachments	Notes		

View Attachment

Date added	Added by	Category	File	File Size

Ranking Value of Candidates

The certified register report contains a column called Ranking Value. The Ranking Value is used to determine the order in which the potential eligible candidates may be considered for appointment, promotion, or reemployment to a position in the classified service. Reemployment candidates are listed at the top of the report, in descending order of months of service. All other candidates are listed alphabetically designated as Internal Mobility (those candidates with merit status) or Competitive ranking values. In addition, candidates with verified veterans' preference will be identified with a "Yes" in the corresponding column. Credentials of candidates on a certified register are accessed through the associated requisition (req) folder.

Remember: Veterans' Preference Requirements (KRS 18A.150)

- The certified register report is the official document for identifying individuals with Veterans' Preference. The report is attached to the COS requisition as a PDF document. It includes a column titled Veterans' Preference. Those with verified preference have "Yes" indicated in that column.
- The hiring agency must offer interviews to a minimum of five qualified individuals with preference. If there are fewer than five, then all qualified individuals with preference must be offered an interview. The interviews **shall not** be offered until the hiring agency confirms that the individuals meet minimum qualifications as described by the Minimum Qualifications Review (MQR) procedures.